# SECTION 6 FORMAT REQUIREMENTS

# 6-1. Format Requirements.

Participants NOT utilizing the rate filing capabilities of the Interagency Transportation Management System (ITMS) must adhere to the following format requirements in lieu of those set out in the HTOS (DTOS Section 3-6.D(2)(I)). The following record format requirements must be met for the ITMS to accept Participant's rates and charges. Submissions received from Participants or Rate Filing Service Providers not conforming to record requirements will not be accepted by the ITMS and the Participant will be notified as set in out in RFO Section 1-1.6.

# 6-2. Header Records.

#### 6-2.1. Header Record.

Record Field	Maximum	Contents	
	Positions		
Record ID	2	H1	
SCAC	4	4 Digit Standard Carrier Alpha Code	
Separator	1	\ [backslash]	
Participant Name	45		
Separator	1	\ [backslash]	
Filing Period	1	Enter "I" (Initial Filing)	
Separator	1	\ [backslash]	
Effective DateYYYYMMDD	8	Initial Filing: must be 20001101	
		Late Filings, New Filings, Supplemental Filings:	
		Reserved	
Separator	1	\ [backslash]	
Taxpayer Identification	9	TIN assigned by the IRS to the Participant.	
Number			

#### 6-2.2. Address Record.

### 6-2.2.1. Participant's Authorized Official.

Record Field	Maximum Positions	Contents
Record ID	2	H2
Participant's Government Representative	45	Name of Participant's authorized official. If the name of the authorized official is longer than the allotted positions, abbreviate or use initials of first and/or middle name plus full last name.

## 6-2.2.2. Participant's Authorized Official Title.

Record Field	Maximum Positions	Contents
Record ID	2	H3
Participant's Government Representative Title	45	Title of the Participant's authorized official. If the title of the authorized official is longer than the allotted positions, you must abbreviate.

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6-2.2.3. Participant's Street Address.

·						
Record Field	Maximum	Contents				
	Positions					
Record ID	2	H4				
Participant's Mailing Address	45	Participant's official mailing street address. If the street address is longer than the allotted positions, you must abbreviate.				

6-2.2.4. Participant's City/State/Zip Code.

Record Field	Maximum Positions	Contents
Record ID	2	H5
Participant's Mailing Address - City	45	City of Participant's mailing address. If the City are longer than the allotted positions, you must abbreviate City using State abbreviation.
Separator	1	\ [backslash]
Participant's Mailing Address - State	2	State of Participant's mailing address. Use US Postal Service Abbreviation.
Separator	1	\ [backslash]
Participant's Mailing Address- Zip Code	10	Zip Code of Participant's mailing address. Use either US Postal Service five or 10 position Zip code.

6-2.2.5. Participant's Telephone Number/Facsimile Number.

Record Field	Maximum Positions	Contents
Record ID	2	H6
Telephone Number or Voice Mail Number	12	Telephone number or voice mail number of Participant's authorized government official.
Separator	1	\ [backslash]
Facsimile Number	12	Facsimile Number of Participant's authorized government official.

6-2.2.6. Participant's Internet Address.

Record Field	Maximum Positions	Contents
Record ID	2	H7
Internet Address	45	Internet address of Participant's authorized government official.

### 6-2.3. **Example.**

H1ABCD\YOUNG MOVING AND STORAGE\I\20001101\13-214567

H2JOHN DOE

**H3PRESIDENT** 

H41500 BANNISTER RD RM 1076

H5KANSAS CITY/MO/64131

H6816-823-3646\816-823-3656

H7CYOUNG@GSA.GOV

Note: Zero fills or spaces are not required; if an entry is longer that the maximum number of positions, it will be automatically truncated to the maximum number of positions available.

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# 6-3. Rate Record

Tender Identifier  2 1-2 Enter "01" for GDTS, General Domestic Transportation Services; Enter "02" for ADTS, Agency Specific Domestic Transportation Services; Enter "03" for GDMS General Domestic Move Management Services; Enter "04" for ADMS Agency Specific Domestic Move Management Services; Enter "05" for GTS, General International Transportation Services; Enter "06" for ATTS, Agency Specific International Transportation Services; Enter "06" for AITS, Agency Specific International Transportation Services: Enter "07" for GIMS, General International Move Management Services; Enter "06" for AIMS, Agency Specific International Move Management Services; Enter "06" for AIMS, Agency Specific International Move Management Services; Enter "06" RESERVED. Enter "10" RESERVED. Enter "10" RESERVED. Enter "11" RESERVED. Enter "11" RESERVED. Enter "11" RESERVED. Enter "12" RESERVED. Enter "11" RESERVED. Enter "12" RESERVED. Enter "12" RESERVED. Enter "12" RESERVED. Enter "12" RESERVED. Enter "13" RESERVED. Enter "14" RESERVED. Enter "15" RESERVED. Enter "15	Record Field	Maximu	Positions	Contents
Tender Identifier  2 1-2 Enter "02" for ADTS, General Domestic Transportation Services; Enter "02" for ADTS, Agency Specific Domestic Transportation Services; Enter "03" for GDMS General Domestic Move Management Services; Enter "03" for GDMS General Domestic Move Management Services; Enter "03" for GTMS, General International Transportation Services; Enter "05" for GITS, General International Transportation Services: Enter "05" for GITS, General International Transportation Services: Enter "05" for GITS, General International Move Management Services; Enter "06" for AITS, Agency Specific International Transportation Services: Enter "06" for AITS, Agency Specific International Move Management Services; Enter "08" for AIMS, Agency Specific International Move Management Services; Enter "06" for AIMS, Agency Specific International Move Management Services; Enter "06" for AIMS, Agency Specific International Move Management Services; Enter "06" for AIMS, Agency Specific International Move Management Services; Enter "07" RESERVED. Enter "10" RESERVED				
Transportation Services; Enter "02" for ADTS, Agency Specific Domestic Transportation Services; Enter "03" for GDMS General Domestic Move Management Services; Enter "03" for GDMS Agency Specific Domestic Move Management Services; Enter "05" for GITS, General International Transportation Services; Enter "05" for GITS, General International Transportation Services; Enter "06" for AITS, Agency Specific International Transportation Services; Enter "08" for AIMS, Agency Specific International Move Management Services; Enter "08" for AIMS, Agency Specific International Move Management Services; Enter "08" for AIMS, Agency Specific International Move Management Services; Enter "08" for AIMS, Agency Specific International Move Management Services; Enter "08" for AIMS, Agency Specific International Move Management Services; Enter "18" RESERVED. Enter "11" RESERVED. Enter "11" RESERVED. Enter "12" RESERVED. E		I		
Transportation Services; Enter "03" for GDMS General Domestic Move Management Services; Enter "04" for ADMS Agency Specific Domestic Move Management Services; Enter "06" for GITS, General International Transportation Services; Enter "06" for AITS. Agency Specific International Transportation Services: Enter "06" for AIMS, Agency Specific International Move Management Services; Enter "06" for AIMS, Agency Specific International Move Management Services; Enter "06" for AIMS, Agency Specific International Move Management Services; Enter "06" for AIMS, Agency Specific International Move Management Services; Enter "10" RESERVED. Enter "11" RESERVED. Enter "11" RESERVED. Enter "12" RESERVED. Enter "12" RESERVED. Enter "12" RESERVED. Enter "12" RESERVED. Enter "14" RESERVED. Enter "16" RESERVED. Enter "	Tender Identifier	2	1-2	
Enter "03" for GDMS General Domestic Move Management Services; Enter "04" for ADMS Agency Specific Domestic Move Management Services; Enter "06" for AITS, General International Transportation Services; Enter "06" for AITS, Agency Specific International Transportation Services; Enter "07" for GIMS, General International Move Management Services; Enter "07" for GIMS, General International Move Management Services; Enter "08" for AIMS, Agency Specific International Move Management Services; Enter "09" RESERVED. Enter "10" RESERVED. Enter "11" RESERVED. Enter "11" RESERVED. Enter "12" RESERVED. Enter "11" RESERVED. Enter "12" RESERVED. Enter "14" RESERVED. Enter "15" RESERVED. Enter "15" RESERVED. Enter "16" For Enter International Move Management Services; Enter "09" RESERVED. Enter "10" RESERVED. E				
Enter "04" for ADMS Agency Specific Domestic Move Management Services; Enter "05" for GITS, General International Transportation Services; Enter "06" for AITS, Agency Specific International Transportation Services: Enter "07" for GIMS, General International Move Management Services; Enter "08" for AIMS, Agency Specific International Move Management Services; Enter "08" for AIMS, Agency Specific International Move Management Services; Enter "09" RESERVED. Enter "10" RESERVED. Enter "11" RESERVED. Enter "11" RESERVED. Enter "12" R				Enter "03" for <b>GDMS</b> General Domestic Move
Enter "05" for GITS, General International Transportation Services; Enter "06" for AITS, Agency Specific International Transportation Services: Enter "07" for GIMS, General International Move Management Services; Enter "08" for AIMS, Agency Specific International Move Management Services; Enter "09" RESERVED. Enter "10" RESERVED. Enter "11" RESERVED. Enter "11" RESERVED. Enter "11" RESERVED. Enter "12" RESERVED. Enter "12" RESERVED. Enter "11" RESERVED. Enter "10" RE				Enter "04" for <b>ADMS</b> Agency Specific Domestic
Enter "06" for AITS, Agency Specific International Transportation Services: Enter "07" for GIMS, General International Move Management Services; Enter "08" for AIMS, Agency Specific International Move Management Services; Enter "09" RESERVED. Enter "11" RESERVED. Enter "11" RESERVED. Enter "12" RESERVED. Enter "11" RESERVED. Enter "12" RESERVED.  Enter "12" RESERVED. Enter "12" Account and (,)  Domestic Interstate-For Tender Identifiers O1,02,03,04: Use SERVICE AREA CODE IN SECTION 5.2.1; Intrastate-For Tender Identifiers O1,02,03,04: Use SERVICE AREA CODE IN SECTION 5.2.1; Intrastate-For Tender Identifiers O1,02,03,04: Use SERVICE AREA CODE IN SECTION 5.2.1; Intrastate-For Tender Identifiers O1,02,03,04: Use SERV				
Transportation Services: Enter "07" for GIMS, General International Move Management Services; Enter "08" for AIMS, Agency Specific International Move Management Services; Enter "08" for AIMS, Agency Specific International Move Management Services; Enter "10" RESERVED. Enter "11" RESERVED. Enter "11" RESERVED. Enter "12" RE				•
Management Services; Enter "08" for AIMS, Agency Specific International Move Management Services; Enter "10" RESERVED. Enter "10" RESERVED. Enter "11" RESERVED. Enter "12" RESERVED.  Separator 1 4-7 Participant assigned offer number. May be numeric, alphabetic, or a combination. Must contain at least one character. If the other positions are not used, enter spaces (USE SPACE BAR).  Separator 1 8 Use a comma (,)  Agency ID 5 9-13 Domestic: For Tender Identifier 01,03 - ZERO FILL. For Tender Identifier 02,04 use AGENCY CODE IN SECTION 5.1. International: For Tender Identifier 05,07 - ZERO FILL. For Tender Identifiers 06,08 use AGENCY CODE IN SECTION 5.1.  Separator 1 14 Use a comma (,)  Origin 4 15-18 Domestic: Interstate-For Tender Identifiers 01, 02,03,04: Use SERVICE AREA CODE IN SECTION 5.2.1; Intrastate-For Tender Identifiers 01, 02,03,04: Use SERVICE AREA CODE IN SECTION 5.2.2 and 5.3  Separator 1 19 Use a comma (,)  Destination 4 20-23 Domestic: Interstate-For Tender Identifiers 01, 02,03,04: Use SERVICE AREA CODE IN SECTION 5.2.1; Intrastate-For Tender Identifiers 01, 02,03,04: Use SERVICE AREA CODE IN SECTION 5.2.1; Intrastate-For Tender Identifiers 01, 02,03,04: Use SERVICE AREA CODE IN SECTION 5.2.1; Intrastate-For Tender Identifiers 01, 02,03,04: Use SERVICE AREA CODE IN SECTION 5.2.1; Intrastate-For Tender Identifiers 01, 02,03,04: Use SERVICE AREA CODE IN SECTION 5.2.1; Intrastate-For Tender Identifiers 01, 02,03,04: Use SERVICE AREA CODE IN SECTION 5.2.1; Intrastate-For Tender Identifiers 01, 02,03,04: Use SERVICE AREA CODE IN SECTION 5.2.1; Intrastate-For Tender Identifiers 01, 02,03,04: Use SERVICE AREA CODE IN SECTION 5.2.1; Intrastate-For Tender Identifiers 01, 02,03,04: Use SERVICE AREA CODE IN SECTION 5.2.1; Intrastate-For Tender Identifiers 01, 02,03,04: Use SERVICE AREA CODE IN SECTION 5.2.02 intrastate-For Tender Identifiers 01, 02,03,04: Use SE				
Enter "08" for AIMS, Agency Specific International Move Management Services; Enter "09" RESERVED. Enter "10" RESERVED. Enter "11" RESERVED. Enter "12" RESERVED.  Separator 1 3 Use a comma ( , )  Participant Tender Number Number Should be assigned to identify each type of Tender Identifier, above.  Separator 1 8 Use a comma ( , )  Agency ID 5 9-13 Domestic: For Tender Identifier 01,03 - ZERO FILL. For Tender Identifier 02,04 use AGENCY CODE IN SECTION 5.1. International: For Tender Identifier 05,07 - ZERO FILL. For Tender Identifiers 06,08 use AGENCY CODE IN SECTION 5.1.  Separator 1 14 Use a comma ( , )  Origin 4 15-18 Domestic: Interstate-For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN SECTION 5.2.2 (For intrastate Alaska, use SERVICE AREA CODE IN SECTION 5.2.2)  International: For Tender Identifiers 05,06,07,08: Use SERVICE AREA CODE IN SECTION 5.2.2 and 5.3  Separator 1 19 Use a comma ( , )  Destination 4 20-23 Domestic: Interstate-For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN SECTION 5-2.2 and 5.3  Separator 1 19 Use a comma ( , )  Destination 4 20-23 Domestic: Interstate-For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN SECTION 5-2.2 and 5.3  Section 5.2.1; Intrastate-For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN SECTION 5-2.2 and 5.3  Section 5.2.1; Intrastate-For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN SECTION 5-2.1; Intrastate-For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN SECTION 5-2.1; Intrastate-For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN SECTION 5-2.1; Intrastate-For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN SECTION 5-2.1; Intrastate-For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN SECTION 5-2.1; Intrastate-For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN SECTION 5-2.1; Intrastate-For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN SECTION 5-2.1; In				
Enter "09" RESERVED.   Enter "11" RESERVED.   Enter "12" RESERVED.   Enter "14" Enter "				Enter "08" for <b>AIMS</b> , Agency Specific International
Enter "10" RESERVED.   Enter "11" RESERVED.   Enter "11" RESERVED.				
Separator 1 3 Use a comma (, )  Participant Tender Number NOTE: A separate Tender Number should be assigned to identify each type of Tender Identifier, above.  Separator 1 8 Use a comma (, )  Agency ID 5 9-13 Domestic: For Tender Identifier 01,03 - ZERO FILL. For Tender Identifier 05,07 - ZERO FILL. For Tender Identifier 05,07 - ZERO FILL. For Tender Identifier 06,08 use AGENCY CODE IN SECTION 5.1.  Separator 1 14 Use a comma (, )  Origin 4 15-18 Domestic: Interstate-For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN SECTION 5.2.1; Intrastate-For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN SECTION 5.2.2 and 5.3  Separator 1 19 Use a comma (, )  Domestic: Interstate-For Tender Identifiers 05,06,07,08: Use SERVICE AREA CODE IN SECTION 5.2.2 and 5.3  Separator 1 19 Use a comma (, )  Domestic: Interstate-For Tender Identifiers 05,06,07,08: Use SERVICE AREA CODE IN SECTION 5.2.2 and 5.3  Separator 1 19 Use a comma (, )  Domestic: Interstate-For Tender Identifiers 07,02,03,04: Use SERVICE AREA CODE IN SECTION 5.2.2 and 5.3  Separator 1 19 Use a comma (, )  Domestic: Interstate-For Tender Identifiers 07,02,03,04: Use SERVICE AREA CODE IN SECTION 5.2.1; Intrastate-For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN SECTION 5.2.1; Intrastate-For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN SECTION 5.2.1; Intrastate-For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN SECTION 5.2.1; Intrastate-For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN SECTION 5.2.1; Intrastate-For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN SECTION 5.2.1; Intrastate-For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN SECTION 5.2.1; Intrastate-For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN SECTION 5.2.1; Intrastate-For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN SECTION 5.2.1; Intrastate-For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN SECTION 5.2.1; Intrastate-For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN SECT				Enter "10" RESERVED.
Separator				
Participant Tender Number NOTE: A separate Tender Number should be assigned to identify each type of Tender Identifier, above.  Separator  Agency ID  Agency ID  Separator  1  B  Use a comma (,)  Domestic: For Tender Identifier 02,04 use AGENCY CODE IN SECTION 5.1.  International: For Tender Identifiers 01,03,04: Use SERVICE AREA CODE IN SECTION 5.2.1  International: For Tender Identifiers 05,06,07,08: Use SERVICE AREA CODE IN SECTION 5.2.2  Agency ID  Agency	Congretor	1	2	
NOTE: A separate Tender Number should be assigned to identify each type of Tender Identifier, above.  Separator  Agency ID  Agency ID  Separator  1 8 Use a comma (,)  Domestic: For Tender Identifier 01,03 - ZERO FILL. For Tender Identifier 02,04 use AGENCY CODE IN SECTION 5.1.  International: For Tender Identifiers 06,08 use AGENCY CODE IN SECTION 5.1.  Separator  1 14 Use a comma (,)  Origin  4 15-18  Domestic: Interstate-For Tender Identifiers 01, 02,03,04: Use SERVICE AREA CODE IN SECTION 5.2.1; Intrastate Alaska, use SERVICE AREA CODE IN SECTION 5.2.2 (For intrastate Alaska, use SERVICE AREA CODE IN SECTION 5.2.1) International: For Tender Identifiers 05,06,07,08: Use SERVICE AREA CODE IN SECTION 5-2.2 and 5.3  Separator  1 19 Use a comma (,)  Domestic: Interstate-For Tender Identifiers 01, 02,03,04: Use SERVICE AREA CODE IN SECTION 5-2.2 and 5.3  Separator  1 19 Use a comma (,)  Domestic: Interstate-For Tender Identifiers 01, 02,03,04: Use SERVICE AREA CODE IN SECTION 5-2.2 and 5.3  Separator  1 19 Use a comma (,)  Domestic: Interstate-For Tender Identifiers 01, 02,03,04: Use SERVICE AREA CODE IN SECTION 5-2.2 and 5.3  Separator  1 19 Use a comma (,)  Domestic: Interstate-For Tender Identifiers 01, 02,03,04: Use SERVICE AREA CODE IN SECTION 5-2.1; Intrastate-For Tender Identifiers 01, 02,03,04: Use SERVICE AREA CODE IN SECTION 5-2.1; Intrastate-For Tender Identifiers 01, 02,03,04: Use SERVICE AREA CODE IN SECTION 5-2.1; Intrastate-For Tender Identifiers 01, 02,03,04: Use SERVICE AREA CODE IN SECTION 5-2.1; Intrastate-For Tender Identifiers 01, 02,03,04: Use SERVICE AREA CODE IN SECTION 5-2.1; Intrastate-For Tender Identifiers 01, 02,03,04: Use SERVICE AREA CODE IN SECTION 5-2.1; Intrastate-For Tender Identifiers 01, 02,03,04: Use SERVICE AREA CODE IN SECTION 5-2.1; Intrastate-For Tender Identifiers 01, 02,03,04: Use SERVICE AREA CODE IN SECTION 5-2.1; Intrastate-For Tender Identifiers 01, 02,03,04: Use SERVICE AREA CODE IN SECTION 5-2.1				\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \
to identify each type of Tender Identifier, above.  Separator  Agency ID  Agency ID  Separator  International: For Tender Identifier 01,03 - ZERO FILL. For Tender Identifier 02,04 use AGENCY CODE IN SECTION 5.1.  International: For Tender Identifier 05,07 - ZERO FILL. For Tender Identifiers 06,08 use AGENCY CODE IN SECTION 5.1.  International: For Tender Identifiers 01,02 a comma (,)  Origin  A  International: For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN SECTION 5.2.1; Intrastate-For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN SECTION 5.2.1)  International: For Tender Identifiers 05,06,07,08: Use SERVICE AREA CODE IN SECTION 5.2.2 and 5.3  Separator  International: For Tender Identifiers 05,06,07,08: Use SERVICE AREA CODE IN SECTION 5.2.2 and 5.3  Separator  International: For Tender Identifiers 05,06,07,08: Use SERVICE AREA CODE IN SECTION 5.2.1; Intrastate-For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN SECTION 5.2.1; Intrastate-For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN SECTION 5.2.1; Intrastate-For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN SECTION 5.2.1; Intrastate-For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN SECTION 5.2.1; Intrastate-For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN SECTION 5.2.1; Intrastate-For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN SECTION 5.2.1; Intrastate-For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN SECTION 5.2.1; Intrastate-For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN SECTION 5.2.1; Intrastate-For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN SECTION 5.2.1; Intrastate-For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN SECTION 5.2.1; Intrastate-For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN SECTION 5.2.1; Intrastate-For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN SECTION 5.2.1; Int		_	7 /	
SPACE BAR    SPACE BAR    Separator   1   8   Use a comma ( , )	Number should be assigned			contain at least one character. If the other
Separator				
Agency ID  5 9-13    Domestic: For Tender Identifier 01,03 - ZERO FILL. For Tender Identifier 02,04 use AGENCY CODE IN SECTION 5.1. International: For Tender Identifier 05,07 - ZERO FILL. For Tender Identifiers 06,08 use AGENCY CODE IN SECTION 5.1.   International: For Tender Identifiers 06,08 use AGENCY CODE IN SECTION 5.1.   Use a comma ( , )   Domestic: Interstate-For Tender Identifiers 01, 02,03,04: Use SERVICE AREA CODE IN SECTION 5.2.1; Intrastate-For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN SECTION 5.2.1) International: For Tender Identifiers 05,06,07,08: Use SERVICE AREA CODE IN SECTION 5-2.2 and 5.3   Separator		1	Ω	,
FILL. For Tender Identifier 02,04 use AGENCY CODE IN SECTION 5.1.  International: For Tender Identifier 05,07 – ZERO FILL. For Tender Identifiers 06,08 use AGENCY CODE IN SECTION 5.1.  Separator 1 14 Use a comma (,)  Origin 4 15-18 Domestic: Interstate-For Tender Identifiers 01, 02,03,04: Use SERVICE AREA CODE IN SECTION 5.2.1; Intrastate-For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN SECTION 5.2.2 (For intrastate Alaska, use SERVICE AREA CODE IN SECTION 5.2.1) International: For Tender Identifiers 05,06,07,08: Use SERVICE AREA CODE IN SECTION 5-2.2 and 5.3  Separator 1 19 Use a comma (,)  Destination 4 20-23 Domestic: Interstate-For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN SECTION 5-2.1; Intrastate-For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN SECTION 5-2.1; Intrastate-For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN SECTION 5-2.1; Intrastate-For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN SECTION 5-2.1; Intrastate-For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN SECTION 5-2.1; Intrastate-For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN SECTION 5-2.1; Intrastate-For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN SECTION 5-2.1; Intrastate-For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN SECTION 5-2.1; Intrastate-For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN SECTION 5-2.1; Intrastate-For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN SECTION 5-2.1; Intrastate-For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN SECTION 5-2.1				
International: For Tender Identifier 05,07 – ZERO FILL. For Tender Identifiers 06,08 use AGENCY CODE IN SECTION 5.1.    Separator	, rigeriey 12		0 10	
FILL. For Tender Identifiers 06,08 use AGENCY CODE IN SECTION 5.1.  Separator  1 14 Use a comma (,)  Domestic: Interstate-For Tender Identifiers 01, 02,03,04: Use SERVICE AREA CODE IN SECTION 5.2.1; Intrastate-For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN SECTION 5.2.2 (For intrastate Alaska, use SERVICE AREA CODE IN SECTION 5.2.1) International: For Tender Identifiers 05,06,07,08: Use SERVICE AREA CODE IN SECTION 5-2.2 and 5.3  Separator  1 19 Use a comma (,)  Destination  4 20-23 Domestic: Interstate-For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN SECTION 5.2.1; Intrastate-For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN SECTION 5.2.1; Intrastate-For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN SECTION 5.2.1; Intrastate-For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN SECTION 5.2.1; Intrastate-For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN				
CODE IN SECTION 5.1.				
Separator         1         14         Use a comma ( , )           Origin         4         15-18         Domestic: Interstate-For Tender Identifiers 01, 02,03,04: Use SERVICE AREA CODE IN SECTION 5.2.1; Intrastate-For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN SECTION 5.2.2 (For intrastate Alaska, use SERVICE AREA CODE IN SECTION 5.2.1) International: For Tender Identifiers 05,06,07,08: Use SERVICE AREA CODE IN SECTION 5-2.2 and 5.3           Separator         1         19         Use a comma ( , )           Destination         4         20-23         Domestic: Interstate-For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN SECTION 5.2.1; Intrastate-For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN SECTION 5.2.1; Intrastate-For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN				•
Origin  4 15-18 Domestic: Interstate-For Tender Identifiers 01, 02,03,04: Use SERVICE AREA CODE IN SECTION 5.2.1; Intrastate-For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN SECTION 5.2.2 (For intrastate Alaska, use SERVICE AREA CODE IN SECTION 5.2.1) International: For Tender Identifiers 05,06,07,08: Use SERVICE AREA CODE IN SECTION 5-2.2 and 5.3  Separator  1 19 Use a comma (,)  Destination  4 20-23 Domestic: Interstate-For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN SECTION 5.2.1; Intrastate-For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN SECTION 5.2.1; Intrastate-For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN SECTION 5.2.1; Intrastate-For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN	Separator	1	14	
SECTION 5.2.1; Intrastate-For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN SECTION 5.2.2 (For intrastate Alaska, use SERVICE AREA CODE IN SECTION 5.2.1) International: For Tender Identifiers 05,06,07,08: Use SERVICE AREA CODE IN SECTION 5-2.2 and 5.3  Separator 1 19 Use a comma (,)  Destination 4 20-23 Domestic: Interstate-For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN SECTION 5.2.1; Intrastate-For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN				Domestic: Interstate-For Tender Identifiers 01,
01,02,03,04: Use SERVICE AREA CODE IN SECTION 5.2.2 (For intrastate Alaska, use SERVICE AREA CODE IN SECTION 5.2.1)  International: For Tender Identifiers 05,06,07,08: Use SERVICE AREA CODE IN SECTION 5-2.2 and 5.3  Separator  1 19 Use a comma (,)  Destination  4 20-23 Domestic: Interstate-For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN SECTION 5.2.1; Intrastate-For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN SECTION 5.2.1; Intrastate-For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN				
SECTION 5.2.2 (For intrastate Alaska, use SERVICE AREA CODE IN SECTION 5.2.1)  International: For Tender Identifiers 05,06,07,08: Use SERVICE AREA CODE IN SECTION 5-2.2 and 5.3  Separator 1 19 Use a comma (,)  Destination 4 20-23 Domestic: Interstate-For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN SECTION 5.2.1; Intrastate-For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN SECTION 5.2.1; Intrastate-For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN				
SERVICE AREA CODE IN SECTION 5.2.1)  International: For Tender Identifiers 05,06,07,08: Use SERVICE AREA CODE IN SECTION 5-2.2 and 5.3  Separator  1 19 Use a comma (,)  Destination  4 20-23 Domestic: Interstate-For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN SECTION 5.2.1; Intrastate-For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN				
Use SERVICE AREA CODE IN SECTION 5-2.2 and 5.3  Separator  1 19 Use a comma (,)  Destination  4 20-23 Domestic: Interstate-For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN SECTION 5.2.1; Intrastate-For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN				
Separator     1     19     Use a comma ( , )       Destination     4     20-23     Domestic: Interstate-For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN SECTION 5.2.1; Intrastate-For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN				
Separator  1 19 Use a comma (,)  Destination  4 20-23  Domestic: Interstate-For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN SECTION 5.2.1; Intrastate-For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN				
Destination  4 20-23 Domestic: Interstate-For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN SECTION 5.2.1; Intrastate-For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN	Separator	1	19	Use a comma (,)
SECTION 5.2.1; Intrastate-For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN		4	20-23	
01,02,03,04: Use SERVICE AREA CODE IN				1 ' ' '
				SECTION 5.2.2 (For intrastate Alaska, use

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Record Field	Maximu	Positions	Contents
	m Positions		
			SERVICE AREA CODE IN SECTION 5.2.1)
			International: For Tender Identifiers 05,06,07,08: Use SERVICE AREA CODE IN SECTION 5-2.2
			and 5.3
Separator	1	24	Use a comma (,)
Transportation Percentage	4	25-28	Domestic including Alaska and Canada: For
			Tender Identifiers 01,02,03,04 - Bottom Line Discount: Enter the Bottom-Line Discount being
			offered; for example: 0045 (45%)
			<i>International</i> : For Tender Identifiers 05,06,07,08-
			Single-Factor Rate: Enter the Single Factor Rate
			being offered; for example: 0145 (145%); 0085
Comparator	1	00	(85%).
Separator Category 1 Vehicle	6	29 30-35	Use a comma ( , )  Domestic (except Alaska): price per mile;
Category 1 verticle	0	30-33	example 000050 (\$.50).
			International (including Alaska): Flat price per
			vehicle less than 300 cubic feet; example: 000975
	_		(\$975); 003900 (\$3900).
Separator	1	36	Use a comma ( , )
Category 2 Vehicle	6	37-42	Domestic (except Alaska): price per mile; example 000050 (\$.50).
			International (including Alaska): Flat price per
			vehicle between 300–800 cubic feet; example:
			000975 (\$975); 003900 (\$3900).
Separator	1	43	Use a comma ( , )
Category 3 Vehicle	6	44-49	Domestic (except Alaska): price per mile;
			example 000050 (\$.50).  International (including Alaska): Flat price per
			vehicle over 800 cubic feet; example: 000975
			(\$975); 003900 (\$3900)
Separator	1	50	Use a comma ( , )
Storage-in-Transit (SIT)	4	51-54	<b>Domestic:</b> For Tender Identifiers 01,02,03,04-
Percentage			SIT Discount: Enter the SIT discount being
			offered; for example: 0045 (45%)  International: For Tender Identifiers 05,06,07,08-
			SIT Percentage: Enter the SIT percentage being
			offered; for example: 0145 (145%); 0085 (85%).
Separator	1	55	Use a comma ( , )
Accessorial	4	56-59	Domestic: For Tender 01,02,03,04 - Accessorial
			Discount: ZERO FILL; example: 0000 International: For Tender Identifiers 05,06,07,08:
			Enter the Accessorial Services percentage being
			offered; for example: 0145 (145%); 0085 (85%).
Separator	1	60	Use a comma ( , )
Unaccompanied Air	4	61-64	Domestic: For Tender Identifiers 01,02,03,04-
Baggage (UAB)			Applies to Alaska shipments only: Enter the
			UAB percentage being offered; for example: 0045 (45%). For all points <b>except Alaska</b> ZERO FILL;
			example: 0000
			<i>International:</i> For Tender Identifiers 05,06,07,08:
			Enter the UAB percentage being offered; for

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Record Field	Maximu	Positions	Contents
	m		
	Positions		
			example: 0145 (145%); 0085 (85%).
Separator	1	65	Use a comma (,)
Phone Number	20	66-85	General Transportation: Phone number that
NOTE: When using an "800"			requesting customer agency should utilize in order
number, remember that in			to book the shipment for this particular from/to
some areas the number is			rate application. The phrase LOCAL AGENT may
not accessible in certain			be used. Any positions not filled MUST be
locations.			followed by spaces (USE SPACE BAR).
			MMS Provider: Phone number must be a toll free
			number used to book shipments.

#### 6-3.1. Examples.

09,RESERVED

10,RESERVED

11,RESERVED

12,RESERVED

#### TIPS:

- 1. Rate Edit Criteria: The following is a list of the rate edit criteria that GSA uses during the review and validation of carrier rate submissions to insure that the requirements as provided in this request are met.
  - A Invalid Rate Type
  - B Invalid Phone Number
  - C Invalid Move Management Phone Number
  - D Invalid Domestic Origin
  - E Invalid International Origin
  - F Invalid Domestic Destination
  - G invalid international Destination
  - H Invalid international Route
  - I Invalid Domestic Service Pair Combination
  - J Invalid Agency Code
  - K Type 1 and 2 Records Rejected. RESERVED
  - L Type 1,2,3,4 Records Rejected. No Domestic Transportation TPA on File
  - M Type 1 and 2 Records Rejected. Carrier Not Authorized For General Domestic Transportation
  - N Type 3 and 4 Records Rejected. RESERVED
  - P Type 3 and 4 Records Rejected. RESERVED
  - Q Type 5,6,7,8 records Rejected. No International Bond on file.
  - R Type 5,6,7,8 Records Rejected. No International TPA on File
  - S Type 5,6,7,8 Records Rejected. Carrier Not Authorized for International Transportation
  - T Type 7 and 8 Records Rejected. RESERVED
  - U Type 7 and 8 Records Rejected. RESERVED
  - V Type 7 and 8 Records Rejected. RESERVED
  - W Domestic Records that contain rates over 100%

( 40% offered discount means 60% of the rates/charges in the GRT; 100% offered discount means zero (0)% of the rates/charges in the GRT or no charge for the service)

- X Records that don't contain valid rates for Domestic Non-Alaskan Routes
- Y Records that don't contain valid rates for Domestic; Alaskan Routes
- Z Records that don't contain valid rates for International
- AA Suspect Alaskan records with auto rates > \$20,000
- AB Suspect Alaskan records with auto rates < \$5.00 (AK should be flat rate vs. cents per mile)
- AC Suspect records auto rates < \$0.30
- AD Not within the Participant's Approved Scope of Operation
- AE Suspect records Domestic Rates Discounted over 60%
- 2. International Discounts:
- (a) 40% offered discount means 40% of the baseline rate;
- (b) 100% offered discount means 100% of the baseline rate;
- (c) 115% offered discount means 115% of the baseline rate or 15% more than the base line rate.
- 3. If you submit a percentage of all zeros, this will be considered a rate related deficiency (Section 1.1.6).
- 4. If you submit an offer for the household goods shipment, either domestic and/or international, you MUST submit an offer for the UAB, POV, and accessorial (Section 2-7.3):
  - (a) All vehicle rates must be non-zero
  - (b) UAB: Domestic, including Canada, is zero (0); International, and Alaska, must be non-zero
  - © All SIT must be non-zero
  - (d) Accessorial; Domestic, including Canada, is zero (0); International and Alaska must be non-zero